

SELF SERVICE CENTER

INSTRUCTIONS

HOW TO FILL OUT THE ORDER FOR YOUR CHILD PARENTING TIME CASE

IMPORTANT NOTICE: DO NOT COMPLETE THIS COURT ORDER UNTIL YOU GO TO THE DEFAULT HEARING, OR UNTIL YOU AND THE OTHER PARTY GO TO TRIAL.

The Order is the legal document that is the judge's order on the court lawsuit. The signed Order is important because it determines the rights and responsibilities of both you and the opposing party. If either party does not follow the Order, then the other can ask the court for help in enforcing the terms of the Order.

This order is designed for parties who want to get a court order of Parenting Time. You **cannot** use this form to establish paternity, custody, or support. Use this form **only** if you are the natural or adoptive parent of the child(ren) AND

- You already have a court order establishing paternity, **OR**
- You have a court order for child support.

If you want a court order for child custody and Parenting Time, the court will also want to review the current child support order. If there is no order, the court will establish child support in this case or, if the child support order needs to be changed, the court will do so in this case.

NOTE: USE THESE INSTRUCTIONS ONLY WITH AN ORDER FOR SUPPORT, CUSTODY AND PARENTING TIME.

WHEN FILLING OUT ANY COURT FORMS, TYPE OR PRINT WITH BLACK INK ONLY!

IMPORTANT REMINDER!! Your Order should repeat as closely as possible what you requested in your Petition, unless the opposing party has provided written consent to any changes. You **cannot** mark something different in the order from what you asked for in the petition, unless the change clearly benefits the opposing party. If you try to do this, the judge or commissioner will **not** sign the order. If you want to change your requests to the court, you must file an amended petition. It is a good idea to have your petition handy when you follow the instructions to fill out your order.

The first part of the Judgment and Order--the Court Findings:

1. This states that the court has all information necessary to enter a Judgment and Order.
2. This states that this court is able to make the Orders relating to you and the opposing party.
3. This states that the court will make only those Orders that are legally proper under the circumstances of your case.
4. Print or type the full name of the Petitioner and the Respondent in the spaces provided, then put the name of the child(ren) for whom Parenting Time/support is established and their date(s) of birth.
5. Write in the name of the person who has custody now. If it is someone other than mother or father, explain.
6. If you are asking for supervised or no Parenting Time for the other party, you must have a very good reason. Write that reason in here.

The second part of the Judgment and Order--It Is Ordered That:

1. Complete the Parenting Time plan here. Use the Petition as your guide -- you cannot write in something you did **not** ask for in the Petition, unless the other party agrees.
2. If you are asking for supervised Parenting Time, explain why.
3. If you want supervised Parenting Time, write in all the details about how that will be handled.
4. If there is any other order you want, write it in.

Judge's signature, and copy for other party:

You do not have a valid court order **until** the judge signs and dates the original order, which will occur at or after the default hearing or at the trial on the case. Be sure to get a certified copy of the signed order for your records. Also, if the other party does not have a copy, mail a copy of the signed and dated order to him or her.